



*Halcombe will be a safe, supportive and progressive community.  
It will be attractive, valued by all and well connected to the wider district.*

## MINUTES OF THE HALCOMBE COMMUNITY DEVELOPMENT GROUP

HELD Monday 5<sup>th</sup> August 2019 7pm at the HALCOMBE TAVERN

**PRESENT:** Chair: Richard Bain, Maureen Lambert, Rachel Lane, Alex Short, Cr Shane Casey, Barb Davies, Peter Beck, Carl Johnson, Darryl, Jeannette Henderson

			<b>Action (BOLD = MDC action)</b>
<b>1.1</b>	<b>Apologies</b> Moved: Maureen Lambert Seconded: Rachel Lane	Vicki Powell, Mayor Helen Worboys, Stacey Hulena,	
<b>1.2</b>	<b>Correspondence In</b> Moved: Seconded:	Keep NZ Beautiful	Clean up event 9-15 Sept
		Stacey Hulena	Resignation as Treasurer.
		Janine Hawthorn	Health & Wellbeing
		Janine Hawthorn	Creative Communities – closing date 31 Aug 19
		Janine Hawthorn	Outcome of HCDG 2019/2020 requests
		MDC	Action Sheet update
		Karen Gilmour	Kimber Street – MDC monitoring. Shane asked for more details.
	<b>Correspondence Out</b>	<i>See sections below for more detail</i>	
<b>1.3</b>	<b>Confirmation of previous minutes</b> Moved: M Lambert Seconded: R Lane	<i>That the minutes from the previous meeting held on 1<sup>st</sup> July 2019 be accepted as a true and correct record.</i>	
<b>1.4</b>	<b>Matters arising</b>		
<b>2.0 FINANCIAL BUSINESS</b>			
	<b>Financial reports</b> Moved: R Bain Seconded: J Henderson Unanimously accepted	<i>That the Financial Report showing an overall total balance of \$ 42,942.27 as at 31 July 2019 be accepted.</i>	Rachel will assume role until elections. Moved: Richard Bain Second: Maureen Lambert Passed
	<b>Invoices for approval</b> Moved: Seconded:  Unanimously accepted	<b>Invoices to be paid:</b> <ul style="list-style-type: none"> <li>• R Lane Lantern Festival - \$190.80 - General</li> <li>• J Henderson Lantern Festival - \$64.53 - General</li> <li>• A Short Medical Museum - \$100 – ANZAC</li> <li>• Stuff \$269.10 - ANZAC</li> <li>• B Davies - \$90 Hall Refurb</li> </ul>	Reimbursement Forms need to be completed and presented signed and with receipts. The amount of \$10 (lantern donation) was moved from ANZAC account to General account - wrongly deposited, and \$40 moved from Hall Operating to General

		<p><b>Finances Received</b></p> <ul style="list-style-type: none"> <li>• \$5,000 to ANZAC Day account</li> </ul>	account to cover costs of chair purchase.
	<b>MDC Project funding</b>	<p>Keep a record here of the project funding requests for 2019/2020 so we can maintain a running tally of where we are at. All of the below is however <b>yet to be approved:</b></p> <p><u>Project Fund (\$3k)</u></p> <ul style="list-style-type: none"> <li>• ANZAC Day 2020 \$1000</li> <li>• Community Communications \$500</li> <li>• Other community get togethers \$1000</li> <li>• Walkway \$500</li> </ul> <p><u>Community Committee Plan fund (contestable \$60k)</u></p> <ul style="list-style-type: none"> <li>• Walkway info signs &amp; picnic area \$17,000 <b>APPROVED 2020-21 budget</b></li> <li>• CBD/Cenotaph/Rec area development \$8,200 – <b>APPROVED 2021-22 budget</b></li> <li>• Monteith St carpark – school walkway \$18,521 – <b>NO FUNDS AT PRESENT</b></li> <li>• Stanway road stormwater drain clean up \$5,000 – <b>KIWIRAIL agreed to clean drains</b></li> </ul> <p><u>Other requests</u></p> <ul style="list-style-type: none"> <li>• Ongoing walkway maintenance</li> <li>• Hall roof and flashing renewal <b>\$30,000 flashing has been replaced</b></li> <li>• Hall and Playcentre (MDC owns Playcentre building) exterior paint <b>\$30,000</b> apply for funding for 20-21</li> <li>• Hall carpark resurface and extension <b>\$7,413</b> apply for funding 20-21</li> <li>• Kimber St seal extension – apply for funding 20-21</li> <li>• Hall floor revarnish <b>\$10,000</b> – floor is not part of Hall Structure so not covered by MDC, even though floor damage caused by leak in roof.</li> <li>• Extend carpark around public toilets.</li> <li>• Cycle &amp; Walkways Strategy – linking Kimber street to village</li> </ul>	<p><b>Janine to update once approval / acceptance has been given for 2019/2020. Rachel asked Cr Shane Casey if he could follow up as the year has now started.</b></p> <p><u>2018/2019 \$3K Project Fund:</u> HCDG need to provide MDC with receipts for ANZAC Day spend from this fund (\$1,500 for ANZAC Day) and reconcile any other funds spent from the fund for reimbursement. Rachel Lane to complete</p> <p><b>Request for 2020/2021</b> Project Fund, Community Committee Plan Fund and other request (usually done via Annual Plan or LTP process) need to be submitted to MDC <b>by 1<sup>st</sup> Sept.</b> <b>Need to organise a FB &amp; email survey for 2020-2021 requests and a meeting to discuss results.</b></p> <p><b>Hall Floor Re-varnish:</b> HCDG agreed to seek funds from the NZTC – closing dates for applications 15<sup>th</sup> of each month.</p> <p>Parking on grass by the toilets is turning it to mud.</p>
<b>3.0 COUNCIL REPORT</b>			
	<b>Council Report June 2019</b>	Creative Communities scheme open	Closing 31 Aug 2019
		Potholes outside Burns (334 Mt Biggs Road) – new Transaction Number	
		6 Bylaws up for consultation via website – NOTE NEW WEBSITE ADDRESS: <a href="http://mdc.govt.nz/contact-us/have-your-say">mdc.govt.nz/contact-us/have-your-say</a>	
		Government review has been done on water schemes. Unsure of how it will work for dual water supplies and apparently there is no opportunity to submit feedback on proposed	More information needed – SHRWS Committee are following up.

		changes. Cr Casey said we are just going to have to roll with it.	
		Nominations for Local Body elections closes 16 Aug 2019.	
<b>4.0 GENERAL BUSINESS</b>			
<b>4.1</b>	<b>Focus #1 – Walkway and Domain</b>	Rachel met with Vicki and we decided not to go ahead with purchasing frost cloth etc... We will wait to see what survives and make a plan for next year... we will probably try different trees as Pohuts are too much of a challenge! (Lancewood, Bottle Brush....??)	
		The arborist has just returned from leave and he was organising a time for him to look at trees this week.	Email to James Adamson re trees on Levin Street.
<b>4.2</b>	<b>Focus #2 – Hall &amp; Hall kitchen/bar refurb.</b>	Annual Hall Report is with Council.  MDC have replaced flashing between main hall roof and supper room. So far seems to be no rain coming in.  Security system: agreement that it will be off, with the option for it to be used when needed. I have written instructions for how to use the system (in dropbox) When outsiders use the security system, I will programme in a unique number that will be deleted once they have finished. Key holders/committee number remains only for us.  Promotion of hall: birthday adverts have been put up in the local Play Centre and PuddleDucks and Rose Bowl in Feilding. Hall lights – Richard is looking after this.  August Bookings: Yoga, birthday party on 11 <sup>th</sup> Aug.	Email sent to James Adamson with annual plan; thanks for flashing on roof. James replied thanks.        Mark Evans Feilding Moa re hall booking
		<b>CET grant:</b> Process for accessing funds – We sent Leader and Watt invoice to MDC, MDC deposited money for Leader and Watt appliances in hall refurb a/c, we pay L&W, L&W give us a confirmation of payment, we send that to CET, CET deposit money in Hall Refurb a/c and we return the money to MDC. This process is to provide a clear paper trail.  Nesbits (2 display fridges) have now sent us an invoice which gets handled in the same way. We take delivery of goods once they have been paid for.	Emails relating to Central Energy Trust funds see detail in report): Morgan Scott; Tracy Sharples & Carol Venner MDC; Frank Chin Nesbits, invoice

		Heaters: For the grant I had a quote for 9 x 3kw heaters from Outdoor Concepts. However, the hall wiring will only handle 2kw, when all heaters are going. Talked to Morgan at CET and we can change our supplier and size heaters we are getting. Am talking to Turfreys Palm Nth about this.	
		Bar fridge and old kitchen oven need to be disposed of – Rach Trade Me for fridge, oven – it’s very dirty and not sure of its value	Agreed to put old oven on Trade Me for \$1 reserve. The old fridge may get more.
<b>4.3</b>	<b>Focus #3 – Cenotaph &amp; Recreational Area</b>	<p>Tennis House still WIP – awaiting confirmation of ownership and renewal of lease of Domain.</p> <p>Thinking of removing the 3 trees by domain and replacing with 6 trees (3 on each side of the road). This needs to be discussed with residents opposite domain, as these trees will form an avenue look once grown and give some noise protection to residents.</p> <p>Cenotaph lights to be done soon – just awaiting quote for the work.</p>	<p>Kirsten of MDC to renew lease – applying for 10 years from end Sept 2019</p> <p>Email sent to Grant Stephenson and John Jones asking for an update on the Cenotaph lights.</p>
<b>4.4</b>	<b>SUBPROJECTS</b>		
	<b><i>Roading</i></b>	<ul style="list-style-type: none"> <li>• Pothole along from Burns has been patched extremely poorly so within a month needs doing again. # 53239</li> <li>• Subsidence on Mt Biggs Road has been patched. # 53240</li> <li>• Culvert renewal by Binsteds (Mt Biggs Road) has been completed including tar seal redone.</li> <li>• Crossing on Halcombe/Kakariki Rd on Safer Journeys to School programme</li> </ul>	<p>Shane to check it out again and ring it in again. Transaction # 53239</p> <p>Council rung about sinking road in two places on Mt. Biggs road. Transaction # 53240</p> <p>Richie to talk to Ian Gilchrist &amp; Glenn Young</p>
	<b><i>Community get-togethers</i></b>	<b>ANZAC DAY</b> - Stuff have been chasing us for an invoice for \$269.10. Rachel has finally got to the bottom of it thankfully! The amount is for an ANZAC Day advert that was run on the 21 <sup>st</sup> March in the Feilding Rangitikei Herald (FRH). It was charged to My Plumbing Depot’s account and MYPD asked that it be transferred to the HCDG. When it came due, Wayne asked Jeannette and Rachel if it had been paid. We said yes as there was no	<p>Rachel has clarified the paper trail. All agreed that this can now be paid. Prop: R Lane Sec: Maureen All agreed</p>

		<p>detail that went with Wayne’s question beside the amount and the HDCG had paid \$269.10 on the 1<sup>st</sup> April so we assumed it was all for the same thing! Through conversations with Stuff Accounts we now understand that the HCDG has paid \$269.10 on the 1<sup>st</sup> April for the advert run on the 4<sup>th</sup> April and \$538.20 on the 4<sup>th</sup> April for the adverts run on the 11<sup>th</sup> April and 18<sup>th</sup> April. The outstanding \$269.10 is for the advert charged to MYPD which was run on the 21<sup>st</sup> March and this amount has since been transferred to HCDG. We have paperwork detailing the advert addressed to MYPD but an invoice addressed to HCDG for the same amount – however no details on the HCDG invoice, besides the amount, matches it to the MYPD invoice. Stuff cannot change the MYPD invoice name to HCDG. Is the HCDG happy to pay this \$269.10 or should it go through the proper channel of getting MYPD to pay it and HCDG reimburse MYPD?”</p> <p>Letter from Medical Museum at PN Hospital thanking Halcombe for the donation of \$100 for the use of the nurses uniforms and congratulation us on an awesome ANZAC Day</p>	
		<p><u>Auction</u> – Fire Brigade shearing on 11 August.</p>	<p>Alex to be reimbursed for the payment of \$100</p> <p>HCDG to provide Morning Tea for Sunday.</p>
		<p><u>Ladies Night: Monthly ladies Wine-Down</u> 3<sup>rd</sup> Friday of each month with special events approx. 3 or 4 times per year. BYO nibbles and drinks (if at the hall) There could be 5 turn up or 50! Doesn’t matter, the aim is for a relaxing/chill out ‘Friday-night-kid-free-get-together’ for the ladies of Halcombe and the surrounding areas (Dads on duty!!).</p> <p>Sept – Embrace DVD night (Advertise it as the August one). Nov – Pyramid Party (Advertise it at the Oct one). Feb – Wine tasting (Rach to organise a Wine rep). May – Chick flick.</p>	<p>Rachel to set dates and venues.</p> <p>First get together Friday 16<sup>th</sup> August at 5pm at the Tavern.</p>
		<p><u>Wedding dress evening (Barb)</u></p> <ul style="list-style-type: none"> <li>Promote as a wedding venue</li> </ul>	<p>No update</p>
		<p><u>Lantern Festival</u> - Great event, thanks to everyone that turned up and for all the help in setting up and cleaning up. Do it again next year?</p>	<p>Next year ask Kapa Haka group for entertainment.</p> <p>Have a band or music.</p>

	<i>Other Events</i> - The Halcombe Mile Fun run series – Rach has spoken to Sport Manawatu about this already. Could be a fund raiser for extending walkways???	Early 2020
	<i>Relay for Life</i> – This is being hosted in the Manawatu area (including Halcombe) this year on 13 <sup>th</sup> October. May include road closures etc...	
<b>Cemetery Land</b>	Sheep crutched. Lambing has started.  No fert applied as Mini Spreaders were too busy (and were doing it as a favour).  Working bee required in Nov to respray gorse regrowth.	Rachel to assist with lambing beat.  Darrylle to do a tally up of payments/reimbursements needed to tidy up stock sales for this year.
<b>IT communication (cell, landline, internet)</b>	Mayor Helen and Rachel have a meeting with the RCG tomorrow 6 <sup>th</sup> Aug. Will update on the outcome. Option 1 still viable. RCG want to fast track.	Email sent to (and received from) Mayor Helen and she is working to get a meeting set up with the head of RCG.
<b>Entrance signs</b>	Bulbs are up	
<b>Neighbourhood Support</b>	No update	
<b>Civil Defence</b>	Alison Short now champion	
<b>Power capacity in village</b>	Mayor Helen has meeting next week with Power Co to find out their future power upgrades for Halcombe in particular. She will update us. Jeff Lane to pull together a piece of work that shows the impact of current policies/issues on the further development of the area e.g. capital contribution costs (sewerage and water) and power.	Email from Mayor Helen saying she is also working to get a meeting with PowerCo re: the issue impacting the growth of Halcombe.
<b>Christmas Lights</b>	\$422.32 balance (Held in General Account)	
<b>Rangitikei River Access</b>	Waiting until after spring as Council had no money last year.	
<b>Recycling</b>	FB post wasn't done but no issues from my (Rachels) end this month which was good.	All good this month, Bins emptied last Thursday/Friday.
<b>4.5 Other General Business</b>		
<b>Iwi Matters</b>	No update.	
<b>Sewerage</b>	No update.	
<b>Stormwater</b>	Richard to champion this now. Transaction number have been gained for flood gate cleaning on Willoughby St. property.	Transaction # 53787

		Other stormwater issues spoken about.	Richie to talk to Ian Gilchrist & Glenn Young (MDC).
	<b>Water Scheme</b>	Water Scheme annual meeting and election of committee. a minimum of six and a maximum of 8 members shall be elected at the Stanway Halcombe Rural Water Scheme Annual General Meeting. Up to 2 of the committee members may be elected from the urban area. Nominations close 4pm 16th August. Annual Meeting is 3rd Sept at Halcombe Hall. Doors open 6:30pm. Meeting starts at 7pm.  MDC are also compiling cell phone numbers of scheme users so they can use e-text alerts for any issues or stoppages on the scheme.	Rachel/Richard to sort sign for the road.
	<b>Halcombe Community Trust</b>	<u>Power Capacity</u> -  <u>IT Communication</u> – cell, landline, internet.	Commented above already
	<b>Halcombe Community Fund</b>	HCF application form and ToR have been sent to Charitable Services to check and to ask if it's ok that this fund be administered by the HCT.	The Halcombe Community Trust can now manage the Halcombe Community Fund.
5.0	<b>Community Communications</b>	<u>Halcombe Herald</u> – continue with email & Facebook	No HH for now.
		<u>Facebook champion</u> – no update	
		<u>Road signs</u> –	
		<u>Community Email</u> – no update	
		<u>School</u> – no update	
		<u>Playcentre</u> – no update	
		<u>Halcombe Tavern</u> - Apologies to Robbie and Sandra for not putting the Family Golf Day poster on FB! Sandra luckily did a post, which was shared. Unfortunately, the day was rained off in the end though ☹️	New date set at Sunday 1 <sup>st</sup> September
<u>Fire Brigade</u> – Request came through asking if wool handling/penning up assistance could be given for doing the Fire Brigade ‘Auction shearing’ at Mike Banners. FB post was put up and email sent out.	Shearing cancelled – new date set for 11 August.		
6.0	<b>Other items</b>	<ul style="list-style-type: none"> <li>In reflecting on the Community minutes being read at Council Meetings, we would like to request that these are taken much more seriously rather than “taken as read”.</li> <li>In the meantime, what are the couple of points that we want Shane to mention this month?</li> </ul>	

		<ul style="list-style-type: none"> <li>HCDG Terms of Reference – Do we need to review these prior to elections? Include process of passing things (like spend etc..)??</li> </ul>	Adding processes – have a meeting in October with all HCDG.
		Rural Ward Presentations – dates not yet known but in September. Halcombe would like to host the Election Presentations	Jeannette to email Allie Dunne re hosting in Halcombe. <a href="mailto:Allie.dunn@mdc.govt.nz">Allie.dunn@mdc.govt.nz</a>
		2 meeting left before elections of HCDG	Chair for Sept – Vicki Powel Chair for Oct - Jeannette
<b>Meeting Closed</b>		9.04pm – Next meeting Monday 2 <sup>nd</sup> September 2019 at 7pm	



## MDC ACTION SHEET SUMMARY

MDC Action point	Transaction #	MDC department/ Where and who the next action sits with.	Minutes date
<p><b>Cenotaph lights: (For previous points relating to this Action see April 2019 minutes)</b></p> <p><b>25/03/19</b> Onsite meeting held with John Jones, Grant Stevenson and Rachel Lane. It was agreed that the Cenotaph lights would be done as soon as possible using the \$13K.</p> <p><b>24/05/19</b> Updated email from Grant Stephenson. Still awaiting Cenotaph lights pricing.</p> <p><b>30/07/19</b> – Another update received saying quote is still a work in progress.</p>		Roding	April 2019*
<p><b>CBD/Rec Area and Walkway Plans: (For previous points relating to this Action see April 2019 minutes)</b></p> <p><b>01/04/19</b> – Rachel sent an email to Duncan saying this project would need to be done next year, provided we get funding as the Cenotaph lights are going to use us the \$13K balance. Funding has been applied for via the Community project funding forms. Awaiting decision from Janine Hawthorn.</p> <p><b>August 2019</b> – FUNDING RECEIVED (2020-21 budget). Carl Johnstone (MDC) said if we were able to fund it ourselves earlier then HCDG could be reimbursed come the 2020/21 Financial Year.</p>		Janine Hawthorn	April 2019*
<p><b>Vehicle calming entrances</b></p> <p><b>27/03/19</b> Rachel put through a transaction request (CCR) for ‘Threshold Treatments’ (Safety improvements) at either end of the 70km area along Halcombe Road and also the Stanway Road (Stanway side) entrance. This request also included asking for a “reminder 70km sign” midway along the Halcombe Road straight.</p> <p><b>30/07/19</b> – DONE (take out of Action sheet in Sept. minutes)</p>	<b>Transaction #51657</b>	Roding	April 2019*
<p><b>An underpass/overpass option for Halcombe Road</b></p> <p><b>25/03/19</b> – Rachel Lane (HCDG) discussed with John Jones (MDC) and Grant Stevenson (MDC) at an onsite meeting the likelihood of an under/over passes being installed to link west and east Halcombe. Under/over passes are incredibly expensive and basically impossible to get however John recommended logging a CCR for a safe crossing spot to be installed (this project will come under the Safer Journeys for school routes initiative – Matt Williams (MDC))</p>	<b>Transaction #51656</b>	Roding	April 2019*

<p><b>27/03/19</b> CCR logged.</p> <p><b>30/07/19</b> – Confirmation received that this has been added to the Safer Journeys to Schools program.</p>			
<p><b>Stanway Road/Halcombe Road drain</b></p> <p>25/03/19 – Stanway Road/Halcombe Road drain to be cleared of blackberry and tall grass (both sides of Stanway Road). Grant Stevenson (MDC) to look into who owns the land (MDC or Railways). Regardless of ownership, an application has been made for funding for this to be done as part of the Community Plan Fund.</p> <p><b>24/05/19</b> Updated email from Grant Stephenson. Kiwi Rail to do this soon.</p> <p><b>30/07/19</b> – Further confirmation received that this will be done by KiwiRail.</p>		Grant Stevenson - Roothing	April 2019*
<p><b>Stanway Road/Domain entrance trees.</b></p> <p>25/03/19 – The two smaller ‘bonsai’ trees at the Stanway Road end of the Domain to be removed and replace with something nice. Grant Stevenson (MDC) to speak to Carl Johnstone (MDC) about getting this done.</p> <p><b>24/05/19</b> Updated email from Grant Stephenson. This has been scheduled to be done soon.</p> <p><b>30/07/19</b> – Discussion had with Carl Johnstone re: placement of trees and doing them both sides of the road. Richie to discuss with residents.</p>		Grant Stevenson – Roothing / Carl Johnstone – Parks, Property & Reserves.	April 2019*
<p><b>Levin Street Drain.</b></p> <p>Drain needs to be cleared. Vicki to contact James at MDC about this and the dead trees.</p> <p><b>No funds to clear drain but trees will be assessed for H&amp;S concerns.</b></p>		James Adamson	June 2019
<p><b>Willoughby Street Flood Gates</b> – MDC to contact owners to clean off flood gate blocking stormwater</p>	# 53787		
<p><b>Mt Biggs Road</b> – Pothole along from Burns has been patched extremely poorly so needs doing again.</p>	# 53239		July 2019
<p><b>Subsidence on Mt Biggs road</b> – Patching has been DONE (take out of Action sheet in Sept. minutes)</p>	# 53240		
<p><b>Storm Water</b> – Culvert renewal by Binsted’s (Mt Biggs Road) has been completed including tar seal redone. DONE (take out of Action sheet in Sept. minutes)</p>			

**KEY:**

\*\*\*\*Greater than 12 months since point raised

\*\*\*9 months since point raised

\*\*6 months since point raised

\*3 months since point raised

*Italics denotes actions that have happened between meeting date and minutes being done.*